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13 January 1964

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MEMORANDUM FOR:

SUBJECT : Document Division, OCR

1. The Document Division with a total T/O of 119 is involved in activities other than dissemination. Personnel are allocated to functions as follows:

a. Receipt, dissemination and distribution of intelligence information reports and publications	50
b. Special and Codeword dissemination and distribution	12
c. Support to DD/I Reps and release to foreign governments	2
d. Reproduction for dissemination	2
e. Top Secret Control and dissemination of NIE's	6
f. Indexing	
For Intellofax System	40
For Intelligence Publications Index	4

2. The major portion of the 66,600 documents received each month in DD, is directly controlled by the collection requirements levied upon the collectors or publishers. The volume of such receipts is as follows:

a. Information reports	26,500 (411,300 copies)
b. Publications	7,500 (90,000 copies)
c. Special and Codeword material	32,600 (556,000 copies)

3. The number of copies received is based on the reading (dissemination) requirements placed upon DD by the using offices in CIA. These offices exert continual pressure for a greater percentage of retention copies, but the multiplicity of their interests make it necessary to route many of the copies to several dissemination points.

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4. The Document Division provides a central reading facility for some 200 points within CIA which obviates the need for individual reading panels in the using offices; in addition it maintains Agency log records, making it unnecessary for the using offices to maintain log records of the receipt of such material.

5. In the field of Special and Codeword material, teletypes are the primary form of transmission, because of the USIB requirement for speed. The volume received in CIA is for the most part determined by the needs of the Agency for all such information. The need for copies, 21, and in some cases 14 or 7, is based upon the reading requirements levied on DD. The benefits of automation and electronics would appear to have caused the NSA decision for some collateral material to be sent through the Special channels. This could be eliminated. In addition, it is sometimes easier, from a manpower standpoint, for NSA to send on their network to CIA a considerable amount of material which is desired at the State Department but which is not needed in CIA. In order to intercept this material in the Signal Center and thus prevent its further transmission to DD and thence to other points, we understand an extra person would be required over a 24 hour period. An improvement then in the relaying of tapes at various points could result in a savings, but this would require comparison studies. To select this material out at NSA by a selective reading would result in unacceptable delays on the part of network user offices.

6. It is also felt that SPINT Staff could consult with NSA to eliminate a duplication of material which is transmitted electrically as well as in hard copy, i. e. NSA Translations are transmitted electrically in a volume of 10,000 items, 21 copies, per month. Approximately 8,000 of these items are later (a few days) transmitted in hard copy. Efforts have been made by the Special Dissemination Section and the Division to eliminate the hard copies. The majority of the receipt points in the Agency have indicated a need for both the teletype and the hard copy.

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Chief, Document Division